

STAFFORD COUNTY SCHOOL BOARD
Agenda Consideration

TOPIC: Proposed Amendment to Policy 4-33

ITEM NO: 10C

PREPARED BY: Jean S. Murray
Superintendent

MEETING: December 9, 2003

ACTION DATE: January 13, 2003

H. Charles Woodhuff, II
Assistant Superintendent for Financial Services

Jill Hubbard
Director of Finance and Accounting

Daryl A. Nelson
Executive Director of Administrative and Legal Services

ACTION REQUESTED BY THE SUPERINTENDENT: That the School Board approve the attached amendments to Policy 4-33, Receipt and Payment: Goods and Services.

KEY POINTS:

Section 22.1-122 of the Code of Virginia provides the following two options with respect to approval and payment of claims against the School Board:

"A. Except as provided in §22.1-122.1, a school board shall examine all claims against it and, when approved, shall order or authorize the payment thereof...

B. A school board may, in its discretion by resolution, appoint an agent, and a deputy agent to act for the agent in his absence or inability to perform this duty, to examine and approve such claims and, when approved by him or his deputy, to order or authorize the payment thereof...."

The recommended amendment to Policy 4-33, Receipt and Payment: Goods and Services, essentially puts the policy in line with current procedure. This amendment removes the requirement to include "Payment of Bills" on the Consent Agenda. Although "Payment of Bills" is routinely listed on the Consent Agenda, the School Board never sees the bills because a previous amendment to the policy provided for delegation of the responsibility to examine and approve claims against the School Board to the Director of Finance and Accounting and, in her absence, to the Supervisor of Accounting.

The last proposed change to this policy is designed to ensure compliance with state code requirements for creating and maintaining records of School Board claims approvals and payment authorizations. Currently, the claims payment memorandum (a one page document stating the fund source, the amount to be paid, and the payment date) must accompany all requests for disbursement that are submitted to the Treasurer. Signatures of two of the following three persons are required on the memorandum before a request can be processed: the Superintendent, the Assistant Superintendent for Financial Services and the Director of Finance and Accounting. Record keeping requirements will be met and paper work kept to a minimum by using this one document as evidence of both claims approval and payment authorization. The records will be kept on file at the Alvin York Bandy Administrative Complex in the Department of Financial Services.

SCHOOL BOARD GOAL 4: Address the impact of continuing population growth by developing plans to address expanding staff, facilities, transportation, attendance zones, and instruction. Measurable Objective 8 – Annually, central office staff will review and evaluate department programs and operations to promote continued systemic improvement of the school division as well as to identify economies of scale.

FUNDING SOURCE: N/A

AUTHORIZATION REFERENCE: Bylaw 1-32, Policy Adoption, Amendment and Suspension